



AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Monday, December 15, 2014
7:00 p.m. – Council Chambers**

6:50 – Public Hearing – Code of Ethics

- 1. PRAYER – Tom Arnone**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL.**
- 4. FIRE EVACUATION ANNOUNCEMENT.**
- 5. MINUTES OF PRECEDING MEETINGS.**
 - **Regular Meeting – December 1, 2014**
- 6. SPECIAL GUESTS.**
 - **Recycling Logo Award Recipient**
 - **Thompsonville Fire Department, Smoke Detectors**
- 7. PUBLIC COMMUNICATIONS AND PETITIONS.**
- 8. COUNCILOR COMMUNICATIONS AND PETITIONS.**
- 9. TOWN MANAGER REPORT AND COMMUNICATIONS.**
 - **ROADS 2015 Update**
- 10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
- 11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
 - **Enfield High School Renovation Building Committee**
- 12. OLD BUSINESS.**
 - A. Appointment(s) - Town Council Appointed.**
 - 1. Ethics Commission (Alternate) – A Vacancy Exist for a Regular Member (R). Replacement Would be Until 10/31/2014.(Tabled 12/06/2010)**
 - 2. Ethics Commission (Alternate) – A Vacancy Exist Due to the Regular Appointment of Ben Ide (U). Replacement Would be Until 10/31/2015.(Tabled 12/06/2010)**

3. **Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2016. (Tabled 04/16/2012)
4. **Connecticut River Assembly –** The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2016. (Tabled 02/04/2012)
5. **Area 25 Cable Television Advisory Committee -** The Term of Office of William St. George (I) Expired 06/30/2012. Reappointment or Replacement Would be Until 06/30/14. (Tabled 04/15/2013)
6. **North Central District Health Department Board of Directors, Enfield Representative –** A Vacancy Exists Due to the Resignation of David Wawer (R), Replacement Would Be Until 06/30/2016. (Tabled 01/06/14)
7. **Enfield Revitalization Committee-** The Term of Office of Kelly Davis (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
8. **Enfield Revitalization Committee-** The Term of Office of Robert LeMay (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
9. **Zoning Board of Appeals-** A Vacancy Exists Due to the Resignation of Jake Keller (R). Replacement Would be Until 12/31/2015. (Tabled 04/21/14)
10. **Area 25 Cable Television Advisory Committee-** The Term of Office of Stephen Moriarty (U) Expired 6/30/2014. Reappointment or Replacement Would be Until 6/30/2016. (Tabled 09/15/2014)
11. **River Valley CT Central Regional Tourism District -** The Term of Office of Gertrude Dorous (D), Expired 06/30/14. Reappointed or Replacement Would be Until 06/30/2016. (Tabled 09/15/2014)
12. **Commission on Aging -** A Vacancy Exists Due to the Resignation of Mary Vosburgh (U). Replacement Would be Until 12/31/2016. (Tabled 10/20/2014).
13. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
14. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
15. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
16. **Planning and Zoning Commission-** A Vacancy Exists for an Alternate Position (R). Replacement Would be until 12/31/2015.(Tabled 11/17/2014)

B. Appointment(s) - Town Manager Appointed/Council Approved.

1. **Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R) Expired on 05/01/2001. Replacement Would be Until 05/01/2016. (Tabled 05/07/2001)
2. **Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2006. Replacement Would be Until 05/01/2016. (Tabled 05/01/2006)
3. **Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2016. (Tabled 11/25/2004)
4. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2016. (Tabled 10/16/2006)
5. **Fair Rent Commission** – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2016.
6. **Fair Rent Commission** – The Term of Office of Louise Halle, Tenant, Expired 06/30/2011. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 01/17/2012)
7. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 02/04/2013)
8. **Fair Rent Commission** – The Term of Office of Robert Stefanik (D), Homeowner Expired 06/30/2013. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 07/01/2013)
9. **Building Code Appeals Board**- The Term of Office of Gary Sullivan, Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.(Tabled 11/17/2014)

C. Discussion: Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)

D. Discussion: Discussion of Acquisition of 350 Enfield Street, Connecticut Water. (Tabled 05/28/2014)

E. Discussion: Higgins Park on the Green (Tabled 11/10/14)

13. NEW BUSINESS.

A. Consent Agenda – Action.

B. Appointment(s)–Town Council Appointed.

1. **Cultural Arts Commission**- A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.

2. **Cultural Arts Commission-** A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.
3. **Cultural Arts Commission-** A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.
4. *****Board of Assessment Appeals-**The Term of Office of Thomas Tyler (D), Expires on 12/31/2014. Reappointment or Replacement Would be Until 12/31/2017.
5. *****Commission on Aging (Alternate) -** The Term of Office of Howard Florian (U) Expires 12/31/2014. Reappointment or Replacement Would be Until 12/31/2017.
6. *****Commission on Aging –** The Term of Office of Anthony Messina (D), Expires on 12/31/2014. Reappointment or Replacement Would be Until 12/31/2017.
7. **Library Board of Trustees -** A Vacancy Exists Due to Charter Revision. Appointment Would be Until 12/31/2017.
8. **Loan Review Committee (Alternate) –** The Term of Office of Anne Brislin (R), Expires 12/31/2014. Reappointment or Replacement Would be Until 12/31/2016.
9. **Loan Review Committee (Alternate) –** The Term of Office of Brandon Messenger (U), Expires 12/31/14. Reappointment or Replacement Would be Until 12/31/2016.

C. Appointment(s) – Town Manager Appointed/Council Approved.

- D. Discussion/Resolution:** Resolution Adopting Amendment to Town Code of Enfield, Appendix A, Waterways, Article 1, Section 2-49 Composition: Officers; Compensation.

14. ITEMS FOR DISCUSSION.

- A. **Consent Agenda – Review.**
- B. Appointment(s) - Town Council Appointed.**
- C. Appointment(s) – Town Manager Appointed/Council Approved**
- D. **Discussion/Resolution:** Request for Transfer of Funds for Youth Services \$3,000.
- E. **Discussion/Resolution:** Request for Transfer of Funds for Public Safety \$162,700.
- F. **Discussion/Resolution:** Request for Transfer of Funds for Building Department Permit Software \$43,000.
- G. **Discussion/Resolution:** Resolution to Amend Chapter 2 of the Town Code of Enfield, Article III, Boards and Commission, Division 4, Ethics Commission; Code of Ethics.

- H. ****Discussion/Resolution:** Resolution Authorizing the Mayor to Sign the Smart Start Grant Application for the Enfield Public Schools.
- I. ****Discussion/Resolution:** Resolution Endorsing the Statement of Support for the National Guard and Armed Forces Reserve.
- J. ****Discussion/Resolution:** 8-24 Referral to Planning and Zoning Commission for the Proposed License Agreement for a Portion of Neelans Road.

15. **MISCELLANEOUS**

16. **PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.**

17. **COUNCILMEN COMMUNICATIONS.**

18. **ADJOURNMENT.**

* REMOVE FROM AGENDA
 ** MOVE TO MISCELLANEOUS
 *** WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, DECEMBER 1, 2014**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, December 1, 2014. The meeting was called to order at 7:00 p.m.

PRAYER – The Prayer was given by Councilor Szewczak.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin Lee, Mangini, Stokes and Szewczak. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Derrik Kennedy; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen; Director of Libraries, Henry Dutcher; Director of Public Works, Jonathan Bilmes; Courtney Hendricson, Assistant Town Manager of Development Services

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #2931 by Councilor Hall, seconded by Councilor Stokes to accept the minutes of the November 17, 2014 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2931** adopted 10-0-1, with Councilor Mangini abstaining.

SPECIAL GUESTS

Present from the Pearl Street Library Centennial Anniversary Committee were Chairman Rob Sweeney, Yvonne Wallenberg and Director of Libraries, Henry Dutcher.

Mr. Sweeney stated the celebration of the 100th Anniversary of the Pearl Street Library is essentially over December 1st. He noted the primary intention of this committee was to call attention to the venue at Pearl Street. He stated they wanted to make the Pearl Street Library as compatible as possible with the Central Library. He noted although they were unable to add parking spaces, they did some landscaping. He stated they added some fun packs, new blinds, chairs, tables and rugs. He noted they had events, one of which included a Dale Carnegie impersonator. He stated the Historical Society put on an event as well. He noted the last thing will be burying a time capsule in the spring.

Mr. Dutcher stated they did have different Chairs that had to leave the committee. He commended a previous chairperson, Joan Pacheco, for her hard work as well.

Councilor Arnone expressed his appreciation for all the work of the committee.

Councilor Deni thanked the committee for doing a great job.

Chairman Kaupin thanked the committee for their hard work and dedication. He stated the open house was amazing and well attended. He expressed appreciation for all the improvements made at the Pearl Street Library.

PUBLIC COMMUNICATIONS & PETITIONS

Kim Morrow, 17 Tabor Road

Stated she's very upset about the sewer fee because it's another burden on taxpayers. She questioned how the Town paid for the Water Pollution Control Plant in the past. She complained because this expense can't be written off in taxes. She noted she received two high bills back-to-back.

Lucien LeFavre, 54 Kimberly Drive

Thanked the Town Council and Town Manager's office for listening to the concerns of residents in his neighborhood. He expressed his appreciation for all the road work done in his area.

COUNCILMEN COMMUNICATIONS & PETITIONS

Councilor Mangini stated the Wreaths Across America ceremony is scheduled for Saturday, December 13th at St. Patrick's Cemetery. She noted they're currently short by 39 wreaths. She suggested they place an outdoor heater at the cemetery, particularly for elderly people. She also suggested E-TV film this event.

She stated the Daughters of the American Revolution will be honoring Sean Patrick Crane, an American History Teacher, with an award on Thursday at 7:00 p.m. at the Central Library. She noted they will also be honoring an individual with a volunteer veteran award. She added there will also be some good citizenship awards presented.

Councilor Mangini questioned the possibility of placing a porta potty at the playground at the Central Library.

Councilor Stokes suggested a porta potty be placed on the Town Green for the Torchlight Parade event.

Councilor Deni stated the Shaker Pines Fire Department and Shaker Pines Lake Association will be sponsoring a food drive on Saturday from 10:00 a.m. to 2:00 p.m. at the old fire house on the lake.

Addressing Ms. Morrow's complaint about sewer fees, Councilor Arnone stated the fund for the Water Pollution Control Plant was under the General Fund. He noted when the Council removed that fund from the General Fund, they lowered the mill rate to the amount of money that people are now paying on a fee. He explained this was done because the sewer plant is in need of over \$35 million dollars worth of repairs because it's aging. He noted in order for the Town to qualify for state funds, the Town has to show the money is used exclusively for wastewater treatment. He pointed out the only way they can do that is by having that fund in its own bookkeeping sense so that the State is able to confirm all that money is being used only for wastewater treatment. He stated Enfield is one of the last municipalities that used the general fund for this type of payment.

Councilor Arnone spoke about the CCM Special Policy Report. He noted the actual name of the report is "Disproportionate Burdens". He stated he reviewed this report and the statistics contained in the report. He noted they don't have much control over the methodology, which includes populations, poverty rates, unemployment rates, change in unemployment, and a good portion of the grading system is tied to census reports. He noted Enfield's population is 44,000, but Enfield's prisons have 3,400 inmates and those people are added to Enfield's census. He questioned how the State declares the income of the inmates and how this inclusion drags down Enfield's ratings. He noted he would like to see how those numbers would change the grading in this report. He referred to some positive aspects of the report such as 3,200 people commute to Enfield for work; unemployment in Enfield is the lowest; owner-occupied dwellings is 74% of the population. He noted there were mixed reports on the schools. He stated 8th grade mastery tests did very well. He noted children on Husky and Medicaid are at 34%, and 34% are on free lunches.

Councilor Arnone referred to a part of the CCM Special Policy Report which is entitled, "Targets for Investments for Communities" and pointed out Enfield is the only community without an enterprise zone. He stated Enfield needs an enterprise zone.

Councilor Lee agreed with Councilor Arnone in that the State of Connecticut doesn't recognize the volatility and the cloud that the population numbers create when they look at the correction populations in the municipality. He noted when the State includes inmates in the census, they're counted with no housing units. He stated the transient nature of a population is considered a negative. He noted the change in inmate population from year to year is weighted even heavier than some of the other criteria. He pointed out there's a lot of subjectivity in the way DECD calculates things. He noted they cite things in the report as forecasts or estimates based on 2008 to 2012 trends, therefore, if the census is inaccurate, anything before or after that is also inaccurate.

Councilor Lee stated he was involved in a conference call with the person who prepared this report for CCM, and it sounded like he never thought of this ramification in host cities like Enfield. He noted they will be asking for a meeting concerning the issue of how things are calculated.

Councilor Lee stated there will be a Holly Days event in Hazardville on Saturday from 12:00 noon to 6:00 p.m. He noted there will be festivities and open houses at the businesses in the Hazardville Village. He stated he will be at the Hazardville Institute, and he encouraged people to visit the area.

MOTION #2932 by Councilor Lee, seconded by Councilor Hall to suspend the rules to address under Miscellaneous Items 14 b1, b7, b8, b10, b11, b14, D, E, F, G, H and I.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2932** adopted 11-0-0.

Councilor Cekala stated on Saturday, Two Moms on a Mission, will be sponsoring their second vendor fair at Enfield Street School from 10:00 a.m. to 4:00 p.m.

Councilor Cekala thanked Lori Gates and all the volunteers for a successful Cookies for Camouflage event last Sunday. She noted they were able to collect 903 pounds of cookies.

Councilor Szewczak referred to the sewer fee complaint and noted there's a little confusion because many people received a bill and then received another bill two weeks later. She explained that's because they didn't get a summer bill. She noted once the billing becomes more consistent, it won't be as problematic.

Councilor Szewczak stated she'd be interested to know how many people participated in the use of the gray barrels for leaf pick-up. She stated she'd like to verify that there will be leaf pick-up through December 19th.

Councilor Bosco stated previously people were paying a sewer fee on vehicles, campers, motorcycles, etc.

Chairman Kaupin stated the Council agreed to a one-time adjustment process for people watering lawns through an irrigation system. He noted an average house pays around \$35.00 per quarter. He stated higher bills may be a result of large families, irrigation systems, or perhaps water systems need to be checked out. He noted if people are using a lot of outside water, people should consider installing a deduct meter. He encouraged Ms. Morrow to set up a meeting with Derrik Kennedy, the Assistant Town Manager, and he can answer questions and explain options. He explained going with a fee instead of taxes allows the Town to receive reimbursements from the state, and the Council believes this is the most economic way to approach this issue.

Chairman Kaupin stated Enfield is a member of the Connecticut Conference of Municipalities (CCM). He noted CCM is the chief lobbying arm for large and small Connecticut municipalities. He stated CCM's position is to try and bring additional revenues to municipalities. He noted he does not believe Enfield is a distressed community, but CCM uses that classification within their reports, and it's part of their lobbying effort. He pointed out there are a lot of positives within the report as well.

Chairman Kaupin stated there was a great response from the community for Cookies for Camouflage.

He noted Fermi's Safe Graduation Committee is holding their annual auction at the Elks Hall on Saturday. He stated there will be a 6:00 p.m. preview and a 7:00 p.m. auction. He noted tickets are \$7.00 in advance or \$10.00 at the door.

He stated the Torchlight Parade is scheduled for Saturday, December 6th, and it will be organized by the North Thompsonville Fire Department. He noted it will start at 6:00 p.m. from Enfield Street School. He stated the Carol Sing and tree lighting will take place on the Town Green as soon as the parade finishes.

Chairman Kaupin stated next weekend, Rachel's Challenge is sponsoring a pancake breakfast on Saturday, December 13th from 8:00 a.m. to 10:30 a.m. at St. Patrick's Church.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Coppler explained why some residents appeared to get back-to-back sewer bills. He noted during July and August, the Town got behind because they started to pull out all of the multi-meter facilities on single properties, i.e., the mall. He noted this took the billing company a bit longer, and this delayed the mailing of the bills.

He explained why the Town went from an ad valorem process to a usage fee. He noted the State believes this should be a user fee. He noted this was to allow the Town to qualify for grants from the State of Connecticut and a low interest loan, which results in a savings of about \$10 million dollars over the life of the debt retirement. He stated the Council made the best decision they could for all residents.

Councilor Deni questioned the deadline for people to get an adjustment, and Mr. Coppler responded January 30th.

Mr. Coppler stated he's working with the Conservation Commission on the Farmland Preservation Program. He noted they're looking at what the different steps are for the Town to be allowed to enter into an agreement with the State of Connecticut for their preservation program. He stated this involves a number of steps and probably in January they will be coming before the Council about what actions the Council needs to take, i.e., appointing the Conservation Commission to be the Farmland Preservation group.

Chairman Kaupin thanked and commended Public Works for the 2015 magnetic calendar, which went out to all residents.

Mr. Coppler reminded residents that a random communication survey has been mailed out to 1,200 residents. He noted anyone can participate in that survey by going to the Town's website.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Deneen referred to the snow removal case that recently got headlines in the newspaper and it was determined that the Town's ordinance does not impose a liability on the homeowner if someone slips and falls. He noted in 1981 the General Assembly adopted a law which allowed municipalities the option of adopting an ordinance that specifically transferred the liability to the abutting homeowner if someone slipped and fell because the homeowner failed to remove ice and snow. He stated the Council considered this issue over the years and chose not to enact that shift of liability to the individual property owner. He noted the Council can choose to adopt the provisions of this statute at anytime, but there was a concern raised previously that if the Town was going to remove snow because a property owner hadn't, the Town would be taking on the liability if the work wasn't done correctly by the Town. He added the Town hasn't heard any concerns about this from the Town's insurance carriers.

Councilor Mangini stated her belief they should leave things as they are.

Councilor Deni questioned if this relates only to snow and ice, and Attorney Deneen responded yes. Mr. Coppler stated the Town is responsible for the maintenance of the sidewalk itself.

Councilor Hall questioned how many towns adopted the change in the statute, and Attorney Deneen stated a majority have adopted this. He noted he will provide more information for the next meeting.

Councilor Hall questioned whether the Town's insurance costs would change if the Town did adopt the statute. Attorney Deneen stated he'd follow up on this question.

Councilor Lee referred to the time limit for claims against a municipality or property owner and questioned if this is something that the Town Attorney's office might recommend as a standalone provision in the current policy. Attorney Deneen stated that provision just reflected the tort statute of limitations, and two years is the normal tort.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Enfield High School Renovation Building Committee

Councilor Szewczak stated they're starting to hear back from the State, and all the renovate to new is receiving the "okay", and they'll start to see money come in. She stated her belief so far \$12 million dollars has been approved.

Councilor Mangini stated she attended the NLC Conference from November 18 to November 20. She noted she attended a Veterans Homelessness Workshop, which was designed to address veterans' needs country-wide. She stated she brought back a lot of

information concerning this topic, and she plans to contact local and state groups to see how some programs can be implemented to help veterans.

She stated she also attended the Youth Education & Family Seminar and the Let's Move Cities and Towns Program. She noted she attended a breakfast roundtable with Enfield's youth delegation, and this was led by Jean Haughey. She stated this was a dynamic group, and they discussed youth concerns across the country, i.e., suicide prevention, drugs, alcohol, crime, etc.

Councilor Mangini stated they also had their national annual meeting. She noted they had reports from the FAIR Committee, and a major focus was the Marketplace Fairness Act. She noted they're looking to encourage Congress to focus on passing marketplace fairness. She stated when people shop on the internet, they're not paying taxes on products, and it's hurting local businesses.

She offered to share a lot of material which she brought back from the NLC Conference.

Councilor Lee stated the Development Services Committee did meet a few weeks ago, and some requests were made of staff regarding persistently blighted properties. He noted there have been some adopted ordinances by municipalities in the region that have twelve to 24 months experience, therefore, those ordinances have been tested. He stated they've asked staff to come back with some suggestions on what Enfield might do, i.e., how they can address properties falling into disrepair.

Councilor Lee stated he, Chairman Kaupin and Town staff attended a quarterly CRCOG Transit Subcommittee meeting at Northeast Utilities last week. He noted they heard from several agencies, including the DOT, regarding the status of the commuter rail initiative, as well as the busway progress. He stated there's a new website that goes into detail about this topic. He noted DOT announced that station construction is beginning on three stations before the end of the year. He stated civil engineering work is going on for crossing improvements from New Haven to the state line. He noted the commuter line is now known as the Hartford line. He stated the Greater Hartford Transit District indicated the new model adopted state-wide is the report that was done by Peter Bryanton and staff in one of their grant preparations. He requested the report be placed on the website.

Councilor Lee stated the subcommittee working with the Board of Education on the IT infrastructure and programming met recently and they set a plan for reviewing IT operations and services provided by the Town for both agencies. He noted they will be meeting again on December 17th, and the focus of that meeting will be an understanding around the devices that users have on their desks or carry around and what the forecast is for needs and what kind of operating systems they're running.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #2933 by Councilor Hall, seconded by Councilor Arnone to remove Item #6 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2933** adopted 11-0-0.

NOMINATION #2934 by Councilor Mangini to appoint Philip Kober (U) to the Ethics Commission for a term which expires 10/31/2015.

MOTION #2935 by Councilor Lee, seconded by Councilor Stokes to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2935** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Philip Kober appointed to the Ethics Commission by an 11-0-0 vote.

All other appointments remained on the table.

Item C. remained tabled.

MOTION #2936 by Councilor Lee, seconded by Councilor Mangini to remove Item D. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2936** adopted 11-0-0.

DISCUSSION: DISPOSITION OF TOWN-OWNED SURPLUS PERSONAL PROPERTY

Mr. Coppler stated the Town does not have a true disposition of personal property policy. He noted in working with the Town Attorney's Office, they put together a model, and this will allow the establishment of a value for all the properties which the Town will be disposing of. He explained this sets up a process depending upon what the value of that surplus property is, and it gives the Council a role in declaring the property to be surplus and approving the methodology for the disposition of that property. He noted the next step would be to establish this as an ordinance or resolution.

Councilor Lee questioned how the historical value of a property would be handled. Mr. Coppler stated this tries to anticipate a lot of different things. He noted they'd probably discuss such a situation with the Council. He stated they'd probably shy away from selling historic artifacts valuable to the history of Enfield.

There was a consensus to bring this forward by resolution or ordinance.

MOTION #2937 by Councilor Stokes, seconded by Councilor Mangini to remove Item D. from the agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2937** adopted 11-0-0.

All other items remained tabled.

NEW BUSINESS

There were no new business items this evening.

ITEMS FOR DISCUSSION

All items not moved to Miscellaneous this evening will move to New Business on the next agenda.

MISCELLANEOUS

NOMINATION #2938 by Councilor Lee to appoint Pauline LaCroix (D) to the Cultural Arts Commission for a term which expires 5/31/2016.

MOTION #2939 by Councilor Hall, seconded by Councilor Mangini to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2939** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Pauline LaCroix appointed to the Cultural Arts Commission by an 11-0-0 vote.

NOMINATION #2940 by Councilor Lee to reappoint Marlene Hoginski (R) to the Commission on Aging for a term which expires 12/31/2017.

MOTION #2941 by Councilor Mangini, seconded by Councilor Arnone to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2941** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Marlene Hoginski reappointed to the Commission on Aging by an 11-0-0 vote.

NOMINATION #2942 by Councilor Mangini to reappoint Pauline LaCroix (D) to the Commission on Aging as an Alternate for a term which expires 12/31/2017.

MOTION #2943 by Councilor Hall, seconded by Councilor Deni to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2943** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Pauline LaCroix reappointed to the Commission on Aging as an Alternate by an 11-0-0 vote.

NOMINATION #2944 by Councilor Arnone to reappoint Kathleen Tallarita (D) to the Commission on Aging for a term which expires 12/31/2017.

MOTION #2945 by Councilor Mangini, seconded by Councilor Deni to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2945** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kathleen Tallarita reappointed to the Commission on Aging by an 11-0-0 vote.

NOMINATION #2946 by Councilor Mangini to appoint Carly Hardwick (D) to the Library Board of Trustees for a term which expires 12/31/2017.

MOTION #2947 by Councilor Stokes, seconded by Councilor Lee to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2947** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Carly Hardwick appointed to the Library Board of Trustees by an 11-0-0 vote.

NOMINATION #2948 by Councilor Deni to reappoint Deborah Fiore (D) to the Library Board of Trustees for a term which expires 12/31/2017.

MOTION #2949 by Councilor Hall, seconded by Councilor Stokes to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2949** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Deborah Fiore reappointed to the Library Board of Trustees by an 11-0-0 vote.

RESOLUTION #2950 by Councilor Lee, seconded by Councilor Mangini.

WHEREAS, the Town of Enfield Ethics Commission has made recommendation to the Enfield Town Council for amendments to Chapter 2, Article III Boards and Commission, Division 4, Ethics Commission; Code of Ethics of the Town Code; and

WHEREAS, the Town Council wishes to seek input from the residents of the Town of Enfield regarding the proposed amendments.

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, December 15, 2014 at 6:50 p.m. to allow interested residents an opportunity to express their opinions regarding the Proposed Amendments to Chapter 2 of the Town Code of Enfield, Article III, Boards and Commission, Division 4, Ethics Commission; Code of Ethics Ordinance.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2950** adopted 11-0-0.

RESOLUTION #2951 by Councilor Hall, seconded by Councilor Arnone.

WHEREAS, the Town Code of Enfield, Appendix A, Article 1, Section 2-49 addresses the appointment and removal of members of the Inland Wetlands and Watercourses Agency (IWWA); and

WHEREAS, the Town Council wishes to amend the ordinance to redefine the Commission's composition and would provide for the appointment and removal of IWWA members by the Town Council; and

WHEREAS, a Public Hearing has been held in accordance with Charter requirements on December 1, 2014; and

WHEREAS, it has been determined this is in the best interest of the Town of Enfield to make changes to Article 1, Section 2-49.

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby adopt the amended and revised Inland Wetland Watercourses Agency ordinance heretofore attached as "Attachment A".

Chairman Kaupin stated he was contacted by a member of the IWWA, and they were not notified this item was on the Council's agenda. He noted in the future, they should be notified when a public hearing is set.

MOTION #2952 by Councilor Szewczak, seconded by Councilor Deni to table this item until the correct attachment is available.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2952** adopted 11-0-0.

RESOLUTION #2953 by Councilor Lee, seconded by Councilor Mangini.

WHEREAS, the towns of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington have voted to join the Capitol Region Council of Governments (CRCOG) Metropolitan Planning Organization (MPO); and

WHEREAS, the MPO for the Capitol Region will govern the allocation of federal transportation funding within the Region; and

WHEREAS, the Federal 23 CFR 450.310, Metropolitan Planning Organization (MPO) Designation and Redesignation Process requires that units of general purpose local government vote in favor of MPO Redesignation in order for such redesignation to take effect; and

NOW, THEREFORE, BE IT RESOLVED that the Enfield Town Council hereby votes to accept the towns of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington, in part or in whole, into the CRCOG MPO.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2953** adopted 11-0-0.

RESOLUTION #2954 by Councilor Mangini, seconded by Councilor Stokes.

RESOLVED, that the Town Manager, Matthew W. Coppler, is authorized to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the State of Connecticut for the “Master Municipal Agreement for Right of Way Projects”, subject to review by the Town Attorney, and to affix the Corporate Seal.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2954** adopted 11-0-0.

RESOLUTION #2955 by Councilor Stokes, seconded by Councilor Arnone.

WHEREAS, the Town Council of the Town of Enfield is dedicated to reducing energy use and increasing operational efficiency in its activities; and

WHEREAS, the Town Council encourages residents and businesses to become smarter energy users and incorporate use-reduction strategies into their operational activities; and

WHEREAS, the Town Council is dedicated to a structured energy use and reduction strategy advocated by the Enfield Clean Energy Committee;

NOW, THEREFORE, BE IT RESOLVED, the Town Council of the Town of Enfield hereby formally endorses the Comprehensive Energy Strategy prepared by the Clean Energy Committee with support from Peregrine Energy Group, Inc. dated November 17, 2014.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2955** adopted 11-0-0.

RESOLUTION #2956 by Councilor Mangini, seconded by Councilor Lee.

BE IT RESOLVED, in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is not in the best interest of the Town to require competitive bidding for Planning Services as it relates to Planning and Zoning Application Review by John D. Pagini, AICP.

Mr. Coppler stated the Town is in an interim process at this time when they don't have an Assistant Town Planner. He noted they are currently in the recruitment period. He stated work still has to be done because plans must be reviewed and things must be approved. He noted for a short period of time they brought on John Pagini, who was a former employee of the Town of Enfield, and he has a lot of experience as well as a great planning background. He stated he has worked very well with Planning & Zoning as well. He noted the staff hasn't had an opportunity to complete an RFP for this service. He stated they do have the option of going with an on-call engineering firm, but the price would be double.

Councilor Mangini confirmed they're not doing a bid waiver solely to keep this person on until they hire a permanent person, and Mr. Coppler stated that's correct.

Councilor Arnone stated it's very important to keep the Planning Department moving forward smoothly. He voiced his support of the resolution.

Councilor Edgar stated he consistently votes against bid waivers, therefore, he will be voting against this resolution.

Councilor Hall stated it seems they should be putting out more feelers if they aren't finding the candidates they're looking for. Mr. Coppler stated they do reach out to resources that deal with Planning & Zoning type candidates.

Ms. Hendricson stated they closed the posting on this position, and they were very successful in drawing interest on this position. She noted 30 good applicants are now being reviewed.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2956** adopted 8-2-1, with Councilors Deni and Edgar against with Councilor Szewczak abstaining.

PUBLIC COMMUNICATIONS

John Foxx, 15 Sandpiper Lane

Referred to the Journal Inquirer article that was recently published, which spoke about Enfield being on the top distressed list for the State of Connecticut. He feels this is an opportunity to look at things Enfield could be doing to reverse this course.

Maureen Mullen, 1625 King Street

Questioned why the Council Chamber doors are open and the heat is on.

COUNCILOR COMMUNICATIONS

Councilor Arnone stated Enfield's rating as a distressed community seems related to a problem with the Census Bureau. He noted suburbs that house prisons result in prisoners using that community as an address, which brings down the per capita for that community. He stated there's a movement to get this corrected.

ADJOURNMENT

MOTION #2957 by Councilor Stokes, seconded by Councilor Mangini to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOITON #2957** adopted 11-0-0, and the meeting stood adjourned at 8:55 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

ENFIELD TOWN COUNCIL
RESOLUTION #_____

**RESOLUTION TO AMEND THE TOWN CODE OF ENFIELD, APPENDIX A, WATERWAYS,
ARTICLE 1, SECTION 2-49 COMPOSITION: OFFICERS; COMPENSATION**

WHEREAS, the Town Code of Enfield, Appendix A, Article 1, Section 2-49 addresses the appointment and removal of members of the Inland Wetlands and Watercourses Agency (IWWA); and

WHEREAS, the Town Council wishes to amend the ordinance to redefine the Commission's composition and would provide for the appointment and removal of IWWA members by the Town Council; and

WHEREAS, a Public Hearing has been held in accordance with Charter requirements on December 1, 2014; and

WHEREAS, it has been determined this is in the best interest of the Town of Enfield to make changes to Article 1, Section 2-49.

NOW, THEREFORE, BE IT RESOLVED that the Enfield Town Council does hereby adopt the amended and revised Inland Wetland Watercourses Agency ordinance heretofore attached as "Attachment A"

Date Prepared: November 24, 2014
Prepared by: Town Manager's Office

Attachment A

BE IT ORDAINED by the Town Council of Enfield, Connecticut that the following Ordinance be amended as follows:

Appendix A - Waterways

Article I. Inland Wetlands and Watercourses Agency

Sec. 2-49. Composition: officers; compensation.

The agency shall consist of seven members and three alternate members to be appointed by ~~the town manager of the municipality, subject to the approval of the town council.~~ The initial appointments shall be three members for a term of two years; two members for a term of three years; and two members for a term of four years; one alternate member for a term of two years and two alternate members for a term of four years. The initial appointments made pursuant to this ordinance shall continue until the expiration of their term. Thereafter, any reappointment or new appointment shall be for a term of four years. ~~The town manager, subject to the approval of the town council,~~ may remove any member or alternate member for cause and fill any vacancy for the unexpired portion of the term. All members shall be appointed in accordance with the requirements of G.S. § 9-167a, as revised. All members shall serve without compensation.

Delete

Addition



TOWN OF ENFIELD

December 2, 2014

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Youth Services Suicide Prevention \$3,000

Councilors:

Highlights:

- Funds remain in substitute salary due to change in Rachel's Challenge Contract eliminating the professional service day.
- This transfer will fund five (5) staff from school, police, and youth services to attend the Harvard School Mental Health Conference in Boston.

Budget Impact:

There is no impact on the Town of Enfield Budget. There are no additional costs associated with this transfer.

Recommendation:

That the Town Council approve the transfer for the Town of Enfield Suicide Prevention Steering Committee to support the cost of five staff to attend the School Mental Health Training.

Respectfully Submitted,

Pamela Brown
Director of Social Services

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: Youth Services

Travel	22040450	558000	\$3,000
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FROM: Youth Services

Substitutes	22040450	513200	\$3,000
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CERTIFICATION: I hereby certify that the above-stated funds are available as of December 8, 2014


A. Lynn Nenni, Director of Finance

APPROVED BY: _____

Town Manager

Date: 12/12/2014



TOWN OF ENFIELD

December 3, 2014

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Public Safety Overtime \$162,700

Councilors:

Highlights:

- Acceptance of the 2014-2015 DWI Enforcement Grant.
- 75% reimbursement of funds spent.
- Town responsibility: 25%
- Request for funds to span two fiscal years to cover the grant period.

Budget Impact:

This is a State grant given the Enfield Police Department for DUI enforcement for the period starting November 2014 and ending October 2015. It is meant to prevent accidents and fatalities due to drunk and impaired driving. It should be noted this DUI Grant overlaps two Town of Enfield fiscal years and it is respectfully requested that any unused funds at the end of the fiscal year 2015 be rolled over to fiscal year 2016 for completion of the DUI Grant.

The grant is reimbursed to the Town at %75 four times a grant period. The money will replenish the overtime account for the cost of the DUI patrol. The Town is responsible for 25% of the cost.

Recommendation:

It is respectfully requested the Council approve the attached resolution.

Respectfully Submitted,

Sgt M. Squires
Traffic Supervisor/Grant Administrator

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: Unallocated Charges

FROM: Police Services

Transfer Out
10800092-593014 \$40,675.00

Overtime
10200500-514000 \$ 40,675.00

TO: DUI Enforcement Program

FROM: DUI Enforcement Program

Overtime
25006049-514000 \$152,971.66

DUI Enforcement
25040000-460490 \$122,025.00

Medicare
25006049-522100 \$ 2,217.94

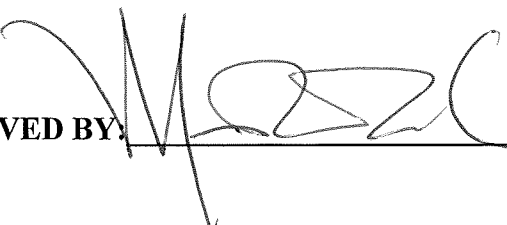
General Fund Transfer In
25040000-48001 \$ 40,675.00

Workers Comp
25006049-526000 \$ 7,372.73

Unemployment
25006049-525000 \$ 137.67

CERTIFICATION: I hereby certify that the above-stated funds are available as of December 6, 2014.

A. Lynn Nenni, Director of Finance  12/8/2014

APPROVED BY:  **Town Manager**

Date: 12/12/2014



TOWN OF ENFIELD

December 4, 2014

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for View Permit Software, \$43,000

Councilors:

Highlights:

- This transfer from Building and Mechanical Permit Revenue is to fully fund the new View Permit software that we are implementing for the Building Inspection and Zoning functions.
- We increased the building permits by \$.50 in September, 2014 in order to pay for this new software.
- The revenue increase of \$.50 will result in approximately \$30,000 additional revenue annually.
- The ViewPermit software provides a much more customer-friendly experience for contractors as well as residents.

Budget Impact:

This transfer will not have a negative impact on the overall FY-2014 budget. Money being allocated comes from the Building and Mechanical Permit Revenue account which is exceeding budgeted estimates.

Recommendation:

It is recommended that this transfer be approved.

Respectfully Submitted,

Courtney Hendricson
Assistant Town Manager, Development Services

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: **Building Inspection**

Technology Services	10606800-533400	\$43,000
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FROM: **Revenue**

Building & Mechanical	10040000-412010	\$43,000
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CERTIFICATION: I hereby certify that the above-stated funds are available as of December 5, 2014.

A. Lynn Nenni, Director of Finance *A. Lynn Nenni* 12/15/2014

APPROVED BY:  Town Manager

Date: 12/12/2014



December 12, 2014

Honorable Members
Town Council
Enfield, Connecticut

Subject: Resolution to Amend Chapter 2 of the Town Code of Enfield, Article III, Boards and Commission, Division 4, Ethics Commission; Code of Ethics

Councilors:

Highlights:

- Ethics Commission reviewed existing Code and has made recommendation for amendments that will create clarity and provide needed updates
- A public hearing was held on Monday, December 15, 2014 for interested citizens to comment on the proposed amendments

Most of the proposed amendments are not substantive in nature and only act to clarify or update to keep the code consistent with State statutes. The following is a listing of those amendments that are considered substantive:

- Defined personal interest to be an interest in either the subject matter or a relationship with the parties involved in a matter before the commission, board of department which may impair the impartiality expected of any such employee or official.
- Removes the time frame from the code for scheduling of a hearing after a complaint has been investigated. Instead allows the Commission to set these time frames in their rules of procedure.
- Reduces the time frame applied to later case interest from 2 years to 1 year

Budget Impacts

This Resolution will result in no foreseen impact to the FY 2015 budget.

Recommendation

It is recommended that Council approve the attached Resolution adopting the proposed amendments to the Town of Enfield Ethics Commission; Code of Ethics.

Respectfully,

A handwritten signature in black ink, appearing to read "Matthew W. Coppler", is written over a horizontal line.

Matthew W. Coppler
Town Manager

Attachments:

1. Resolution
2. Amended Ordinance

ENFIELD TOWN COUNCIL
RESOLUTION # _____

**RESOLUTION TO AMEND CHAPTER 2 OF THE TOWN CODE OF ENFIELD, ARTICLE III,
BOARDS AND COMMISSION, DIVISION 4, ETHICS COMMISSION; CODE OF ETHICS**

WHEREAS, the Town of Enfield Ethics Commission has made recommendation to the Enfield Town Council for amendments and revisions to Chapter 2, Article III. Boards and Commission, Division 4, Ethics Commission; Code of Ethics of the Town Code; and

WHEREAS, on December 15, 2014 a Public Hearing was held in accordance with Charter requirements; and

WHEREAS, it has been determined that it is in the best interest of the Town of Enfield to amend and revise Article III, Boards And Commission, Division 4, Ethics Commission; Code of Ethics of the Town Code.

NOW, THEREFORE, BE IT RESOLVED that the Enfield Town Council does hereby adopt the amended and revised Ethics Commission; Code of Ethics ordinance heretofore attached as "Attachment A."

Date Prepared: December 10, 2014
Prepared by: Town Manager's Office

Attachment A

ETHICS COMMISSION; CODE OF ETHICS

Sec. 2-121. - Definitions.

Sec. 2-122. - Declaration of policy and purpose.

Sec. 2-123. - Establishment of ethics commission.

Sec. 2-124. - Adoption of rules of procedure.

Sec. 2-125. - Procedure for receiving and hearing complaints.

Sec. 2-126. - Report of recommendations to town council. Sec. 2-127. - Notice.

Sec. 2-128. - Conflicts of interest.

Sec. 2-129. - Code of ethics.

Secs. 2-130-2-150. - Reserved.

Sec. 2-121. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Close relative means the parents, grandparents, brother, sister (including in-laws), spouse, child, grandchild, step-child, son-in-law, daughter-in-law, and also any **person** ~~relation~~ who is domiciled in the ~~employee's~~ **individual's** household.

Commission means the ethics commission.

Conflict of interest means a public official or municipal employee has an interest which is in substantial conflict with the proper discharge of his duties or employment in the public interest if he has reason to believe or expect that he or a close relative of his will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his official activity. A public official or municipal employee does not have an interest which is in substantial conflict with the proper discharge of his duties in the public interest if any benefit or detriment accrues to him as a member of a business, profession, occupation or group to no greater extent than any other member of such business, profession, occupation or group. Conflict of interest exists if:

- (1) A public official or municipal employee or a close relative of such official or employee has a financial or personal interest in the outcome of any matter under consideration before him in his official capacity within or before his department or a board or commission of which he is a member.
- (2) A public official or municipal employee accepts employment which will either impair his independence or judgment with regard to his official duties or require him to disclose confidential information acquired by him in the course of his public duties.

Criminal misconduct means a violation of the law as defined in G.S. title 53.

Financial interest means any interest in the result of a discretionary public action in which an individual derives or expects that he will derive economic and/or pecuniary gain or loss to himself or a close relative of the individual or to any organization in which said individual and his close relatives hold a five percent or more ownership interest.

Gift means a payment, subscription, advance, forbearance, rendering of service, deposit of money, or anything of value unless consideration of equal or greater value is transferred in its place. The term "gift" shall not include a political contribution otherwise reported as required by law; services provided to support a political candidate or political party without compensation by persons volunteering their time; a commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business; anything of value received because of a family or other close personal relationship with the donor; food or beverage or both, consumed on a single occasion, the cost of which is less than \$50.00 per person **per calendar year**; an occasional non-pecuniary gift, insignificant in value; an award publicly presented in recognition of public service or any gift which would have been offered or given to him if he were not a public official or municipal employee.

Municipal employee means an individual working for salary or wages from the town, including board of education employees, whether on a part-time or full-time basis and whether a member of the classified or unclassified service but does not include the town manager or the town attorney. The services performed by this individual are controlled by the town not only as to result to be accomplished by work but also as to details and means by which result is accomplished.

Person means an individual, a business, corporation, union, association, firm, partnership, committee, club or other organization or group of persons.

***Personal interest* means an interest in either the subject matter or a relationship with the parties involved in a matter before the commission, board of department which may impair the impartiality expected of any such employee or official.**

Public official means any elected town officer and any individual, including the town manager and the town attorney, appointed to any town office, commission, board or department by the town council, board of education or the town manager.

Sec. 2-122 – Declaration of Policy

- (a) The proper operation of the municipal government of the town requires that all public officials and municipal employees, whether elected or appointed, paid or unpaid, shall be impartial and responsive to the public interest; that public office and employment should not be used for personal gain or advantage; and that the public have confidence in the integrity of municipal government. Public office is a trust conferred by public authority for a public purpose. Public officials and municipal employees should not place themselves in positions where private interests conflict with public duty. The administration of legislative or quasi-judicial power demands the highest public confidence. Anything which tends to weaken such confidence and to undermine the sense of security of individual rights which the citizen is entitled to feel is against public policy.

- (b) In recognition of these principles and pursuant to G.S. §§ 7-148(c)(10)(B) and 7-148h there is hereby established a code of ethics for all public officials and employees, paid or unpaid, of the town.

Sec. 2-123. - Establishment of ethics commission. (a)

- (a) *Commission created; general powers.* In accordance with the provisions of G.S. § 7-148h there is hereby created an ethics commission. This commission is empowered to investigate allegations of unethical conduct, corrupting influence, illegal activities or other behavior that would reflect adversely against the town levied against any municipal official, officer or employee. Allegations of criminal misconduct or violations of the state penal code will be referred to the division of police or state attorney's office upon receipt by the commission. This commission may issue subpoenas or subpoenas duces tecum, enforceable upon application to the superior court, to compel the attendance of persons at hearings and the production of books, documents, records and papers.
- (b) *Composition.* The commission shall be comprised of seven resident electors, none of whom shall serve the town in any other capacity, either as an elected or appointed member of a commission or board or be town employees or employees of the town board of education. Two of the appointed members will be designated as alternates by the town council. All members shall be appointed by majority vote of the town council. Of the five regular members, no more than two shall be of the same political party.
- (c) *Appointments.* All appointments to the commission shall be for overlapping terms of two years. Any regular member having served three consecutive two-year terms shall be ineligible for reappointment to the board for a period of two years. For individuals filling a vacancy, consecutive years of service shall commence with the beginning of the next appointment term. The two alternate members may fully participate in all hearings and discussions but may not vote unless a regular member steps aside or is not present at the time of the vote. No more than five members shall ever vote on any decision of the commission and, to be eligible to vote, the members must have been in attendance at all meetings at which relevant testimony was presented. A person will not be disqualified from serving on the commission if he has a member of his immediate family employed by the town or the town board of education; however, if an accused person is a family member or family member's supervisor or employed in the same department as a member of his family the commission member will be disqualified from voting and participating in the probable cause and formal hearing process on that particular matter. No member of the commission shall (i) hold or seek any public office or any office in a political party or political committee or be a paid lobbyist or salaried employee of any organization or association organized primarily for the purpose of influencing legislation or decisions of public agencies, nor (ii) shall have been so employed or engaged for a one-year period prior to his appointment.

Sec. 2-124. - Adoption of rules of procedure.

The commission shall adopt rules of procedure and regulations which it deems necessary to carry out the intent of this ordinance and the same and any amendments thereto shall be filed in the office of the town clerk and be available for public inspection. The discussions of the commission held in executive session are to be confidential. The minutes of the commission are public information and will be made available to the public through the town clerk's office.

Sec. 2-125. - Procedure for receiving and hearing complaints. (a)

(a) *Generally.* The commission shall receive complaints from any person of any alleged violation of the code of ethics. Any complaint received by the commission must be in writing on a form prescribed by the commission and signed under oath by the individual making said complaint before:

- (1) A judge of a court of record or a family support magistrate;
- (2) A clerk or deputy clerk of a court having a seal;
- (3) A commissioner of deeds or town clerk;
- (4) A notary public;
- (5) A justice of the peace; or
- (6) An attorney admitted to the bar of this state, ~~he shall be in violation of this section.~~

If the person intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official function, he shall be in violation of this section.

(b) Notices and investigations. Upon receiving a complaint of an alleged violation of the code of ethics, the commission shall, within ten business days (excluding weekends and holidays), notify in writing the person about whom said complaint has been filed, advising the concerned person of the specific nature of the complaint made and being investigated by the commission, and enclosing therewith a copy of the complaint. The commission shall make a probable cause investigation of the validity of the complaint including interviews or discussions with the complainant, town personnel or members of other public or private agencies. This probable cause investigation shall be held in compliance with G.S. § 7-148h, ~~and §1-82a.~~ Not later than three business days after termination of the investigation, the commission shall inform the complainant and the respondent of its finding and provide them a summary of its reasons for making the finding. At any time after the receipt of a complaint, the commission may dismiss the complaint after finding there is no justification for such complaint; such notice of dismissal outlining its finding and summary of its reasons for making that finding, shall be given, in writing, to the complainant and the respondent. **If the investigation finds that there is probable cause to believe that a provision of this Article has been violated,** ~~t~~The commission by an affirmative vote of at least four members shall **set a date for a hearing held in accordance with Rules of Procedure adopted by the Commission.** ~~determine within 30 days after the mailing of~~

~~the notice of such complaint whether a hearing is required. All hearings shall commence within 37 days after the receipt of the complaint by the commission.~~

(c) *Hearings.* In the event a hearing is held, the person against whom such complaint is filed shall have the right to counsel, to confrontation of all witnesses, to cross examination and to present evidence on his behalf. The hearing will be held in open session. The hearing shall be conducted with no less than four members of the commission in attendance.

(d) *Enforcement officer and hearing officer.* The ethics commission may retain an ethics code enforcement officer, who shall be an attorney licensed to practice law in the state and who shall be selected by the town attorney. Such enforcement officer shall be available to assist the ethics commission by investigating complaints. In the event that a hearing is held after a finding of probable cause, the commission may retain a hearing officer, who, as in the case of the enforcement officer, shall be an attorney licensed to practice law in the state and who shall be selected by the town attorney. Such hearing officer shall attend the hearing and rule on all matters concerning the application of the commission's rules of procedure and the scope of the inquiry, as well as such other questions as may arise during the course of the hearing. Both the enforcement officer and the hearing officer shall be compensated on a per diem, case by case, basis. Neither of the above described officers shall have a vote in any decision of the commission.

Sec. 2-126. - Report of recommendations to town council. (a)

- (a) If an elected official or a council-appointed individual is the subject of the hearing, the commission shall report to the town council its findings as to a violation of the code of ethics, together with recommendations as to the disposition to be made.
- (b) If a municipal employee under the supervision of the town manager or a manager-appointed official is the subject of the hearing, the commission shall report in writing to the town manager its findings as to a violation of the code of ethics, together with recommendations as to disposition to be made.
- (c) If an employee or public official under the supervision of the board of education is the subject of the hearing, the commission shall report in writing to the board of education its findings as to a violation of the code of ethics, together with recommendations as to disposition to be made.
- (d) The town council, town manager or board of education shall meet with the commission to consider such findings in open session. The council, town manager or board of education shall then determine what disposition shall be made; such decision shall be made within 30 days of the issuance date of the ethics commission's findings and recommendations. Violation of any provisions of this division should raise conscientious questions for the council member or other public official or municipal employee concerned as to whether voluntary resignation or other action is indicated to promote the best interests of the town.
- (e) Violations by members of the classified service constitute a cause for suspension, removal from office or employment or other disciplinary action by the town manager. Sanctions shall include, but not be limited to, suspension, censure, recommendations to the town manager of dismissal of an employee, removal of an appointed official by the appointing authority and public recommendation

to an elected official that he resign from office. Notification of such disposition shall be given orally immediately to the person about whom said complaint has been filed and in writing by certified mail, to said person within 30 days after receipt of the report by the town council, town manager or board of education from the commission.

Sec. 2-127. - Notice.

- (a) All notices required under this division shall be sent by registered or certified mail, return receipt requested.
- (b) The mailing address of the ethics commission shall be ~~P.O. Box 419c~~ **P.O. Town Manager 820 Enfield Street, Enfield, CT 06083-0419 and forwarded unopened to the Chair of the Ethics Commission.** Correspondence may be opened only by the commission chair or his designee.

Sec. 2-128. - Conflicts of interest.

Any public official or municipal employee who, in the discharge of his official duties, would be required to take an action that would affect a financial interest of himself or a close relative of his or a business in which he and his close relatives have an ownership interest of five percent or more, shall be excused from voting or deliberating or taking action on the matter if he so requests, but if he does not make such request, he shall, if he is a member of a legislative body, town commission or board, prepare a written statement signed under penalty of false statement describing the matter requiring action and the nature of the potential conflict and explaining why, despite the potential conflict, he is able to vote and otherwise participate fairly, objectively and in the public interest and deliver the original written statement to the town manager who will forward it to the ethics commission and enter a copy of the statement in the minutes of the body, commission or board of which he is a member. If he is not a member of a legislative body or board or commission, he shall prepare a written statement signed under penalty of false statement describing the matter requiring action and the nature of the potential conflict and deliver a copy of the statement to his immediate superior who shall assign the matter to the ethics commission.

Sec. 2-129. - Code of ethics.

- (a) *Generally.* The requirements herein set forth shall constitute a code of ethics establishing reasonable standards and guidelines for the ethical conduct of public officials and municipal employees. Such ethical conduct may separately involve the effect of a particular action and the intent of the parties involved, with the commission investigating and reporting on both. The following enumeration of certain activities does not eliminate unethical activities not listed in this division. Allegations of unethical conduct, corrupting influence or illegal activities levied against any municipal official, officer or employee except as hereinafter mentioned will be investigated by the commission. All professional employees and officials of the town including, but not limited to, accountants, attorneys, engineers and school teachers, shall also be required to conform to the canons or code of ethics of their profession. Allegations or complaints concerning sworn police officers and animal control officers, excluding all officers above the rank of lieutenant, received by the commission will be referred to the director of public safety for investigation and disposition in accordance with the procedures authorized in the Enfield Police Manual and Chapter V, Section 10 of the Town Charter. A record of such referrals will be

maintained by the commission. The chief of police will notify the director of public safety and the commission of the results of such investigation and final disposition of the matter.

(b) *Interest in contract or transaction.* No public official or municipal employee having the power or duty to perform an official act or action related to a contract or transaction which is or may be the subject of an official act or action of the town shall:

- (1) Have or thereafter acquire an interest in such contract or transaction;
- (2) Have a financial interest in any business entity representing, advising or appearing on behalf of any person involved in such contract or transaction;
- (3) Have solicited or accepted present or future employment with a person or business entity involved in such contract or transaction;
- (4) Have solicited, accepted or granted a present or future gift, favor, service or thing of value from or to a person involved in such contract or transaction; or
- (5) Have encouraged, made or accepted any ex parte or unilateral application or communication where a determination is to be made after a public hearing and such public official or municipal employee fails to make the contents of the communication a part of the record.

(c) *Preacquisition of interest.* No public official or municipal employee with respect to any contract or transaction which is or may be the subject of an official act or action of the town shall acquire an interest in or affected by such contract or transaction at a time when the public official or municipal employee believes or has reasons to believe that it will directly or indirectly be affected by an official act or action of the town.

(d) *Disclosure of information.* No public official or municipal employee with respect to any contract or transaction which is or may be the subject of an official act or action of the town, shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the town, or use such information to advance the financial or other private interest of himself or others. All matters discussed in executive session shall be confidential information.

(e) *Incompatible service.* No public official or municipal employee shall engage in or accept private employment or render service, for private interest, when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties, unless otherwise permitted by law.

(f) *Appearances.* No public official or municipal employee shall appear on behalf of any private person, other than himself, his spouse, parents or minor children before any town agency, board or commission except, in the case of municipal employees, with the written approval of the town manager when the manager deems such appearance to be in accordance with the employee's employment responsibility and in accordance with established town council policies. However, a member of the town council may appear before town agencies, boards or commissions on behalf of his constituents in the course of his duties as a representative of the electorate or in the performance of public or civic obligations. Neither the town manager nor any municipal employee shall use his position in behalf of any political party.

(g) *Public contracts.* No public official or municipal employee who, in his capacity as such official or employee, participates in the making of a contract in which he has a financial interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his part, shall enter into any contract with the town unless:

(1) The contract is awarded through a process of public notice and competitive bidding;
or

(2) The town manager waives the requirement of this section after determining that it is in the best interest of the town to do so and immediately notifies the town council of said waiver.

(h) *Public property.* No public official or municipal employee shall request or permit the unauthorized use of town owned vehicles, equipment, materials or property for personal convenience or profit.

(i) *Special treatment.* No public official or municipal employee shall seek or grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No member of the classified service shall seek any special consideration regarding his employment from a member of the town council.

(j) *Later case interest.* No public official or municipal employee shall, for a period of ~~two years~~ **one year**, after the termination of service or employment with the town, appear before any board, commission, committee or agency of the town in relation to any case, proceeding or application in which he personally participated during the period of his service or employment, or which was under his active consideration.

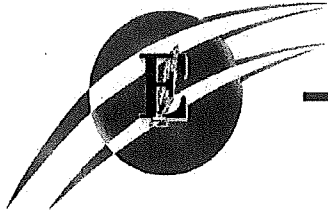
(k) *Disclosure of interest in legislative action.* Any member of the town council or other town board or commission who has a financial interest or personal interest in any proposal before the council or a town board or commission shall disclose on the record of the council, board or commission ~~the nature and extent~~ **existence** of such an interest. Any other public official or municipal employee who has a financial or personal interest in any proposed legislative action of the council or the commission and who participates in discussion with or gives an official opinion or recommendation to the council or the commission, shall disclose on the record of the council or the commission the nature and extent of such interest.

(l) *New public official and employees to receive copy of this division.* Prior to any public official taking office or municipal employee beginning employment he shall receive from the town clerk, and give written receipt for, a copy of this division and he shall immediately read and otherwise familiarize himself with the terms of this division. Where any public official or municipal employee has a doubt as to the applicability of any provisions of this division to a particular situation or as to the definition of terms used herein, he may apply, in writing, to the town's ethics commission for an advisory opinion. Such opinion until amended or revoked shall be binding on the town, public officials and municipal employees in any subsequent actions concerning the public official or municipal employee who sought the opinion and acted on it in good faith, unless material facts were omitted or misstated in the request for the advisory opinion. Any advisory opinion issued by the ethics commission shall be made publicly where such disclosure will not violate the law.

(m) *Town manager to establish procedure.* The town manager shall cause to be established a procedure to familiarize elected and appointed officials with the duties and responsibilities of their positions. The town manager shall prepare a written report outlining such activities for the prior year and plans for the coming year and submit said report to the town council during the month of January each year.


Delete

Addition



ENFIELD PUBLIC SCHOOLS

27 SHAKER ROAD • ENFIELD, CONNECTICUT 06082
TEL: 860.253.6500 • FAX: 860.253.6510 • WWW.ENFIELDSCHOOLS.ORG

DATE: 10 December 2014
TO: Mr. Matthew Coppler, Town Manager, Enfield CT
FROM: Dr. Jeffrey A. Schumann, Superintendent 
SUBJECT: Smart Start Grant Application

The Enfield Public School district is preparing a grant application to submit to the Connecticut Office of Early Childhood. The "Smart Start Grant" has the potential to provide up to \$525,000 in funding to expand pre-kindergarten opportunities for Enfield residents.

Specifically, the grant would provide \$75,000 for building refurbishing and \$5,000 per student (up to 15 students) for a six-year period. Our grant proposes to establish a pre-school classroom at Stowe school for 15 Enfield resident pre-school students beginning in September of 2015.

The EPS Office of Academic Achievement in conjunction with KITE and their grant writer is preparing the grant application. The application is due on December 19, 2014. We do not expect the application to be completed until December 17. After that we must obtain the three required signatures from the Superintendent, Board of Education Chairperson and the Mayor. We then will hand deliver the application on December 18 in Hartford.

Last night the Board authorized the Chairperson and the Superintendent to sign the application when it is complete. We are now seeking the authorization from the Town Council for the Mayor to do the same.

Please contact me if you have any additional questions, thank you.

ENFIELD TOWN COUNCIL
RESOLUTION #_____

**Resolution Authorizing the Mayor of the Town of Enfield to Sign the Smart Start Grant Application
for the Enfield Public Schools**

RESOLVED, that the Mayor, Scott R. Kaupin, is authorized to sign the Enfield Public School's grant application for the "Smart Start Program" with the Connecticut Office of Early Childhood.

Date Prepared: November 25, 2014
Prepared by: Town Manager's Office

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Part I. Program Information and Requirements

Purpose

Smart Start is intended to serve the following purpose as specified in Public Act 14-41:

“To reimburse local and regional boards of education for capital and operating expenses related to establishing or expanding a preschool program under the jurisdiction of the board of education for the town.”

Background

The Connecticut Office of Early Childhood (OEC) is committed to providing children greater access to high-quality preschool programs in an effort to reduce the achievement gap between the state’s poorest students and their wealthier peers. Research shows that access to high-quality preschool programs provides important foundational skills needed for academic and lifelong success. Expanding preschool services to high-need children will increase opportunities for promoting children’s development and school readiness. Through Smart Start, more children can be engaged in high-quality preschool experiences that address the whole child including the developmental domains of cognition, science, mathematics, creative arts, language and literacy, physical health and development, social and emotional development, and social studies.

Grantees are able to propose expanding current preschool programs to include additional children or to develop new preschool programs. Funding must be used to support enrollment in preschool programs that are at minimum school-day and school-year in duration (i.e., a minimum of 6 hours/day and 180 days/year).

Local Education Agencies (LEAs) demonstrating unmet need are considered eligible and are invited to submit applications for Smart Start (see Appendix D).

This grant is intended to serve additional children who would not otherwise be able to enroll in a preschool program.

Conditions for Funding

LEAs funded through this grant must:

- Locate proposed preschool classroom(s) in a public school or in a space maintained by an early care and education and child development provider, pursuant to an agreement between the board of education and the provider;
- Hold accreditation and be in good standing with the National Association for the Education of Young Children (NAEYC), be approved and/or in good standing with the federal Head Start program, have documentation that they are in the process of obtaining accreditation from NAEYC or have a plan to ensure that the program will be accredited within three years of receiving funding through Smart Start;
- Comply with annual interim quality measures while seeking accreditation (Early Childhood Environmental Rating Scale);
- Submit a letter of support for establishing or expanding a preschool program by the local or regional School Readiness Council, if any, for the school district.
- Have class sizes that do not exceed 18 children;

- Demonstrate evidence of cooperating and coordinating with other governmental and community programs to provide services during periods when the preschool program is not in session; and
- Demonstrate how they will prioritize enrollment of children with special needs and children who are dual language learners.

Priority for funding will be given to boards of education that:

- Demonstrate the greatest need for the establishment or expansion of a preschool program;
- Allocates at least sixty percent of the spaces to children who are members of families that are at or below seventy-five percent of the state median income, or fifty percent of the of the spaces to children who are eligible for free and reduced price lunches; and
- Offer a full-day kindergarten program to all children.

LEAs may utilize other funding streams that may be available locally and/or privately. LEAs may also collect family fees for services provided through Smart Start (see Appendix E).

Each classroom proposed for funding must be taught by an individual who is an employee of the board of education and holds certification pursuant to Connecticut General Statutes Sec. 10-145b with an endorsement in early childhood education or early childhood special education as follows:

- 112 Integrated Early Childhood/Special Ed., Birth - K
- 113 Integrated Early Childhood/Special Ed., N/K through grade 3
- 001 PreK-Grade 8
- 002 PreK – Grade 6
- 003 PreK-Grade 3
- 008 PreK-K
- 065 Comprehensive Special Education PreK-Grade 12

The LEA must guarantee that any classroom that has been renovated using Smart Start funds will remain in use as a pre-kindergarten classroom for the duration of the Smart Start funding period for operating expense.

Eligible Applicants (P.A. 14-41 (b)(1))

LEAs are eligible to apply if they either:

- Have been determined through a statewide needs assessment conducted by the Connecticut Health and Educational Facilities Authority (CHEFA) on behalf of the OEC to have an unmet need for additional preschool spaces for high-needs 3- and 4-year-olds in their community.

(Refer to Appendix D for a list of eligible LEAs.)

OR,

- Have not been determined eligible as a result of the statewide needs assessment conducted on behalf of the OEC, but can demonstrate an unmet need. Any LEA not found to have an unmet need based on the statewide needs assessment must submit a justification with supporting documentation demonstrating unmet need. Evidence of need requires significant documentation as well as a statement by the Chief Elected Official and Superintendent of Schools about the unmet need.

Grant Period

Following approval, the OEC anticipates the funding of Smart Start for a five-year period based on the availability of funds. The funding will be allocated in two parts:

- 1) Capital expenses (not to exceed \$75,000 per classroom) for costs related to renovation of an existing public school in year one of the grant; and
- 2) Operating expenses for years two through five of the grant (not to exceed \$5,000 per child, OR in an amount not to exceed \$75,000 for each preschool classroom; annual operating costs cannot exceed \$300,000 per town).

Operations funding will be awarded for a period not to exceed six years. The LEA is responsible for entering the budget on an annual basis using the ED114 Prepayment Grant System.

Funding Year	Capital Expenses for Renovations	Operations
2014-2015	Up to \$75,000 per classroom	Not Available
2015-2016	Up to \$75,000 per classroom	\$5,000/child = \$75,000/classroom (maximum of \$300,000)
2016-2017	Up to \$75,000 per classroom	\$5,000/child = \$75,000/classroom (maximum of \$300,000)
2017-2018	Up to \$75,000 per classroom	\$5,000/child = \$75,000/classroom (maximum of \$300,000)
2018-2019	Up to \$75,000 per classroom	\$5,000/child = \$75,000/classroom (maximum of \$300,000)
2019-2020	Up to \$75,000 per classroom	\$5,000/child = \$75,000/classroom (maximum of \$300,000)
2020-2021	Up to \$75,000 per classroom	\$5,000/child = \$75,000/classroom (maximum of \$300,000)
2021-2022	Up to \$75,000 per classroom	\$5,000/child = \$75,000/classroom (maximum of \$300,000)
2022-2023	Up to \$75,000 per classroom	\$5,000/child = \$75,000/classroom (maximum of \$300,000)
2023-2024	Up to \$75,000 per classroom	\$5,000/child = \$75,000/classroom (maximum of \$300,000)
2024-2025	Not Available	\$5,000/child = \$75,000/classroom (maximum of \$300,000)

Funds Available

The amount of \$15,000,000 is anticipated to be available for capital expenses for funding year 2014-2015. \$10,000,000 per year is anticipated to be available for capital expenses per year thereafter for nine years.

The amount of \$10,000,000 is anticipated to be available for operating expenses for funding year 2015-2016. \$10,000,000 is anticipated to be available for operating expenses per year thereafter for nine years.

New applicants for Smart Start funds may be considered on an annual basis.

Successful applicants are required to submit updated narrative reports, budgets and budget justifications to the Office of Early Childhood every two years. The applicant will be responsible for entering the budget on an annual basis using the ED114 Prepayment Grant System.

All grants shall be awarded within the limits of available funding. Should all available funds not be obligated the OEC reserves the right to reissue this application.

Part II: Application Requirements

THE FOLLOWING FORMAT IS REQUIRED FOR ALL APPLICATIONS. THE OEC WILL NOT ACCEPT MODIFICATIONS, ADDITIONAL PAGES, ATTACHMENTS OR APPENDICES.

Cover Sheet

The format for the cover sheet appears on page 15 of this document. The cover sheet must be signed by the Superintendent of Schools, the Chief Elected Official and the Chairperson of the local board of education. The cover page must identify the amount of funding requested for capital improvements and/or operating expenses as well as the number of proposed classrooms and number of additional preschool children to be served as a result of Smart Start funding.

Proposal Abstracts

Separate abstracts are required for requests that include funding for both capital improvements and operating costs. The abstracts must include how the applicant plans to meet the purpose of the Smart Start and provide high-quality preschool programming. The following information must be included:

Capital Improvements

- Key features of the capital improvements and program operations;
- Specific capital improvements planned (including specific information about capital improvements necessary to meet NAEYC program accreditation standards); and
- Number of classrooms to be created through Smart Start.

Operations

- A letter of support for establishing or expanding a preschool program by the local or regional School Readiness Council, if any, for the school district;

- Total number of additional preschool children to be served as a result of Smart Start;
- NAEYC accreditation/demonstration of commitment to secure NAEYC accreditation within three years of operation or Head Start approval;
- How Smart Start will contribute to the district's efforts to create a coherent pre-Kindergarten to 3rd Grade continuum;
- Plans for recruitment and prioritization of children who are dual language learners (DLL) or identified with special needs and projections of how many children from the categories will be served;
- Plan for hiring and retaining qualified staff including a teacher for each classroom that meets the requirements detailed in the conditions for funding on page two of this application;
- Evidence of cooperation and coordination with other governmental and community programs to provide services during periods when the preschool program is not in session (e.g. after school, winter and summer breaks, etc.);
- Plans for charging tuition using the required sliding fee scale (see Appendix E) or a statement that the program will not charge tuition; and
- Evidence of collaboration with other governmental and community programs to make appropriate referrals for other services as needed.

Program Data

Please complete the following table

Program address	Number of classrooms	Number of children	Hour per day	Days per year

Accreditation/Head Start Approval Information

Are you accredited by NAEYC or a federal Head Start grantee? If yes, complete the following information:

NAEYC ID#	Valid until date	Are you aware of and planning to meet NAEYC's renewal timeline?	Have you submitted Intent to Renew?	Have you submitted Renewal Materials? If yes, indicate date.	Has the program been denied candidacy, or deferred or denied accreditation by NAEYC?	Are you a Federal Head Start grantee?	If you are a Federal Head Start grantee what is your annual funding month?

If not currently accredited or a federal Head Start grantee complete the following information:

Have you enrolled (Step 1) with NAEYC?	Have you applied (Step 2) for accreditation? If yes, indicate candidacy date.	If not currently enrolled, planned enrollment date?	If not currently enrolled, planned application date?

Proposed Services and Activities

Part I: Capital Improvements

Describe the facility and capital improvements planned in order to meet NAEYC and/or Head Start Program Standards. Include a timeline detailing when the planned improvements are to take place as well as specific reference to the NAEYC Standards and Accreditation Criteria and/or Head Start program standards that are being addressed. Note that educational environments include both indoor and outdoor space used by children. New construction will not be considered for this grant program.

Applications for capital improvements will not be considered unless an approved operations plan (Part II of this application) is submitted.

Part II: Operations

Describe the staffing patterns that will enable services to be provided in accordance with NAEYC and/or Head Start Program Standards. Identify all proposed staff/positions (e.g. teachers, paraprofessionals, classroom aides) to be funded through Smart Start and the proposed rates of pay.

The plan must include the hours and days of operation, as well as how the program will coordinate with other governmental and community programs to provide services during periods when the preschool program is not in session. Please address plans for collaboration with other agencies and services to meet the needs of the children you propose serving.

Describe how the program will address the cycle of intentional teaching (learning standards, curriculum and assessment), including use of the Connecticut Early Learning and Development Standards (CT ELDS), and aligned student assessments appropriate for the developmental level and intended purpose. Describe how the LEA proposes to actively engage and form partnerships with families in order to support children's learning.

Describe the need for programming for children with identified special needs and those who are dual language learners. Provide detail about how the program will recruit and include children with special needs and those who are dual language learners. Include a description of how you will ensure the number of children with special needs does not exceed the proportion of children with special needs in grades K through 12. Describe specific efforts to meet students' unique needs.

Provide information about family fee collection if the program intends to charge tuition using the approved sliding fee scale (see Appendix E). Please provide information about other funding sources for the program.

Reporting and Evaluation

Each local or regional board of education receiving Smart Start funding shall submit an annual report, in a format prescribed by the Office of Early Childhood, regarding the status and operations of the preschool program.

Budget Forms

Use the appropriate form(s) on pages 23 through 24 to indicate how the grant funds will be expended for each year of funding. A grantee (fiscal agent) with delegate agencies must provide a composite budget that includes proposed expenditures for the delegate agencies. Such fiscal agent must complete individual budget justification sheets and attach for each delegate agency represented in the composite budget.

Applicants must provide budget amounts for the periods of: May 1, 2015, through June 30, 2016 for capital improvements and July 1, 2015, through June 30, 2016 for operating expenses. **The OEC does not permit grantees to use more than 5 percent of the total budget for administrative costs.** Administrative costs are reflected on budget lines 111A.

The alignment of the budget with the purpose and scope of Smart Start is one of the criteria for award consideration.

Budget Justification

Provide a detailed explanation by code number of the line item expenditures in each budget. Separate budgets for capital expenses and program operations are required.

Statement of Assurances

The Statement of Assurances must be signed and included with this application and certified on the Cover Sheet by the applicant agency.

Affirmative Action Packet

In accordance with the regulation established by the Commission on Human Rights and Opportunities, each applicant is required to have a completed Affirmative Action Packet on file with the Connecticut Office of Early Childhood (OEC). This grant application contains the "Affirmative Action Certification Form" certifying that an Affirmative Action Plan is on file with OEC. The individual authorized to sign on behalf of the applicant must sign and return the Affirmative Action Certification Form and submit such form with the grant application.

Date of Board Acceptance

If it is not possible to obtain board approval prior to December 19, 2014, please submit the application by this date. Send official board approval no later than January 9, 2015.

Part III: Application Process

Obligations of Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in C.G.S. Sections 4a-60, 4a-60a and Sections 4a-68j-1 et seq. of the Regulations of the Connecticut State Agencies.

The grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such a manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

Freedom of Information Act

All of the information contained in a proposal submitted in response to this Request for Proposal (RFP) is subject to the Freedom of Information Act Sections 1-200 et seq. (FOIA). The FOIA declares that, except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such record and receive a copy of such records.

Management Control of the Program and Grant Consultation

The grantee must have complete management control of this grant. While the OEC staff may be consulted for their expertise they will not be directly involved in the expenditure and payment of funds.

Updating of information

The applicant is required to provide updates of any changes in program administration and copies of all reports relating to findings, deficiencies or investigations by Head Start, the CT Department of Public Health or local health department, the U.S. Department of Health and Human Services, the CT Department of Children and Families or any agency or organization reviewing the program or program staff.

- Self-reporting of information (including accompanying documentation) must be received by the OEC program manager within 72 hours of any significant incident or report.

Definition of Terms

- The following definitions should be considered when drafting the application:
- *School day*: programming provided for a minimum of 6 hours
- *School year*: programming provided for a minimum of 180 days
- *Children with special needs*: children who have an Individual Education Program (IEP)
- *Dual language learners*: children who are acquiring two or more languages simultaneously. The term encompasses other terms frequently used e.g. Limited English Proficient (LEP), bilingual, English Language Learners (ELL), children who speak a language other than English (LOTE)
- *Capital improvement*: a structural improvement or restoration of some aspect of a property that will improve the property's ability to function as a pre-Kindergarten

classroom based on NAEYC Standards and Accreditation Criteria or Head Start program standards (includes furnishings/equipment with a ten year life).

- *Unmet need:* a documented deficit of center-based pre-Kindergarten programs for 3 and 4 year-olds.

Due Date

An electronic copy of the grant application must be received by 4:30 PM on December 19, 2014. Additionally, original signature pages as well as a copy of the application on a CD must be received by 4:30 PM on December 19, 2014. Original signatures must be received by the due date **IRRESPECTIVE OF POSTMARK DATE**. Faxed copies of the signatures will not be accepted.

Mailing and Delivery Information

<u>Mailing Address:</u> Andrea Brinnel, Smart Start Manager CT Office of Early Childhood PO Box 2219 Hartford, CT 06145-2219	<u>Delivery Address:</u> CT Office of Early Childhood 165 Capitol Avenue, Room G-17 Hartford, CT 06106 oec@ct.gov
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Review of Proposals and Grant Awards

The OEC reserves the right to make grant awards under this program without discussion with applicants. Therefore, applicants should submit proposals that present the project in the most favorable light from both technical and cost standpoints.

The Smart Start Manager will be available to answer questions concerning this RFP at andrea.brinnel@ct.gov or 860-713-6771. A bidder's conference will be held on November 3, 2014 from 9:00 to 11:30 AM in Room 307 A/B of the State Office Building located at 165 Capitol Avenue in Hartford. The conference will also be live streamed in Conference Room 3 at The Connecticut State Department of Education Middletown offices located at 25 Industrial Park Rd. If attending the live streaming in Middletown, please enter through the rear entrance. Attendees will be required to sign in with security.

The OEC will review and rate proposals according to the Review Criteria in this RFP. The OEC intends to announce grant awards by May 2015.

Other Program Requirements

The OEC may conduct announced and unannounced on-site monitoring visits of any grant awardees.

The OEC requires LEAs that receive funding under this grant to submit annual and monthly activity reports and attend meetings as scheduled by the OEC.

Annual reports must be submitted to the OEC, on or before August 15 following the end of the funding year.

Within 60 days after the close of the fiscal year, each grantee must file a financial statement of expenditures with the OEC on such forms as prescribed by the OEC.

LEAs receiving Smart Start funding (for capital improvements and/or operations) are required to participate in evaluations conducted by or on behalf of the Office of Early Childhood.

Part IV: Review Criteria

SMART START GRANT

Application Checklist

	Yes	No
Proposal Abstract for Capital Improvements		
Budget for Capital Improvements		
Budget Justification Sheet for Capital Improvements		
Proposal Abstract for Operating Expenses		
Budget for Operating Expenses		
Budget Justification for Operating Expenses		
NAEYC Accreditation/Head Start Approval or Evidence of Application		
Letter of support from School Readiness Council (if applicable)		
Statement of Assurances		
Affirmative Action Packet		

Scoring Rubric

1. Applicant meets basic requirements

All basic requirements must be met to be considered for funding.

	Yes	No
Letter of support from School Readiness Council (if applicable)		
Additional preschool spaces are proposed.		
NAEYC accredited <u>or</u> have a detailed plan to achieve NAEYC accreditation <u>or</u> Head Start approved.		
Unmet need is documented through statewide needs assessment or through the provision of specific data.		
Program is able to demonstrate a plan for proportional enrollment of children: <ul style="list-style-type: none"> With special needs (proportionate to K-12 enrollment) Who are dual language learners 		
All teachers have required certification.		
Proposed class size does not exceed 18.		
Expenditures for administrative costs in the proposed budget do not exceed 5 percent.		

2. Overall Proposal:

The proposal is able to demonstrate the LEA's ability to provide a high-quality preschool program for 3- and 4-year-olds.

	Points Awarded	Possible Points
Offers full-day kindergarten to all age eligible children		5
Allocates at least sixty percent of the spaces to children who are members of families that are at or below seventy-five percent of the state median income, or fifty percent of the of the spaces to children who are eligible for free and reduced price lunches and has a recruitment plan.		10
Staffing patterns are appropriate		5
Describes a cycle of intentional teaching and use of Connecticut Early Learning and Development Standards (planning and implementation/observing and assessing).		10
Describes efforts to engage families.		5
Use of appropriate child assessments and appropriate use of assessment data.		10
Includes plan for Smart Start as a part of a Pre-Kindergarten to Grade 3 continuum.		5
Describes collaborative and coordinating efforts with local agencies and organizations to provide services when school is not in session.		5
		(55)

3. Program Evaluation

There is a plan to use the child and program evaluation data for continuous program improvement		10
Plans for program evaluation include data collection methods and tools (e.g. ECERS, CLASS, parent surveys, etc.).		10
		(20)

4. Budget

Proposed capital expenditures are tied to specific NAEYC and Head Start program standards.		5
Proposed expenditures for capital improvements are appropriate and cost effective.		5
Proposed expenditures for program operations are appropriate.		5
Budget justifications for capital improvements provide detailed information on how the funds are to be spent.		5
Budget justifications for program operations provide detailed information on how the funds are to be spent.		5
		(25)

TOTAL

Possible Points	Points Scored
100	

Part V: Application Form

Connecticut Office of Early Childhood SMART START APPLICATION

GRANT PERIOD

June 30, 2015 to June 30, 2020

GRANT COVER PAGE

School District
Contact Name
Address
Telephone Number
Contact E-mail Address

*It is the responsibility of the grantee to provide up-to-date contact information. In the event of any changes, contact information must be reported to the Smart Start Manager within five business days.

I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief.

_____	_____
Chairperson, Board of Education	Date

_____	_____
Superintendent of Schools	Date

_____	_____
Chief Elected Official	Date

Number of Classrooms	Total Number of Children

Total Funds Requested \$	Capital Improvements \$	Annual Operating Expenses \$
-----------------------------	-------------------------------	------------------------------------

Proposal Abstracts

Provide a one-page abstract that contains a summary for each of the funding requests. There should be a separate abstract for capital expenses and a separate abstract for operations. Use space provided.

Capital Improvement Abstract

Operations Abstract

Documentation and Evaluation

Describe the methods and procedures used to evaluate the program, classroom and children's progress. Describe how the data gathered will be used for continuous program improvement as well as planning for instruction, including strategies for sharing progress and communicating with families. Use space provided as necessary.

Documentation and Evaluation (continued)

Inclusion of special populations and collaboration

Describe how the program will prioritize enrollment of children who are dual language learners and/or have special needs. Describe how the program will collaborate with other agencies and organizations to provide services for children. Use space provided as necessary.

Inclusion of special populations and collaboration (continued)

SAMPLE BUDGET JUSTIFICATION

Year 1 & 2

Indicate costs of implementing Funding Years 2014-2015 and 2015-2016 by budget code. Refer to Budget Object Codes in application packet for code descriptions. A worksheet is provided following each Budget Form page. Use additional pages if needed.

A summary explanation must be provided for each line item expenditure noted in your budget. Examples are provided below.

Examples:

Code #	Description	Expenditure Explanation
111B	INSTRUCTIONAL	3 hours per day for 39 weeks 8 hours per day for 13 weeks (total 1,105 hours) 1,105 hours @\$14/hour x 1 teacher \$ 15,470
200	PERSONAL SERVICES- EMPLOYEE BENEFITS	FICA @ 7.68% of salaries: \$1,925 \$ 7,063 Worker's Compensation 6.9% of salaries: \$850 Health Insurance @ \$3,525/staff/year: \$4,288

SMART START

FISCAL YEARS 2015-2016

BUDGET FORM

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE: CAPITAL IMPROVEMENTS		YEARS:	
PROJECT TITLE:			
FUND:	SPID:	YEAR: 2015	PROG: CF1: CF2:
GRANT PERIOD: 7/1/15 – 6/30/17		AUTHORIZED AMOUNT: \$	
CODES	DESCRIPTIONS	BUDGET AMOUNT	
		FY 14-15	FY 15-16
300	PURCHASED SERVICES/TECHNICAL SERVICES		
400	PURCHASED PROPERTY SERVICES, INCLUDING CONSTRUCTION		
500	OTHER PURCHASED SERVICES		
600	OTHER SUPPLIES		
700	PROPERTY		
800	OTHER OBJECTS		
	TOTAL	0	0

____ ORIGINAL REQUEST DATE
____ REVISED REQUEST DATE

OFFICE OF EARLY CHILDHOOD
PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL

SMART START

FISCAL YEARS 2015-2016

BUDGET FORM

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE: OPERATIONS		YEARS:	
PROJECT TITLE:			
FUND:	SPID:	YEAR: 2015	PROG: CF1: CF2:
GRANT PERIOD: 7/1/15 -6/30/17		AUTHORIZED AMOUNT: \$	
CODES DESCRIPTIONS BUDGET AMOUNT			
		FY 15-16	FY 16-17
111A	NON-INSTRUCTIONAL SALARIES		
111B	INSTRUCTIONAL SALARIES		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
322	INSERVICE		
323	PUPIL SERVICES		
324	FIELD TRIPS		
325	PARENTAL ACTIVITIES		
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES		
340	OTHER PROFESSIONAL SERVICES		
400	PURCHASED PROPERTY SERVICES		
510	STUDENT TRANSPORTATION SERVICES		
530	COMMUNICATIONS		
580	TRAVEL		
600	SUPPLIES		
700	PROPERTY		
	TOTAL	0	0

____ ORIGINAL REQUEST DATE
____ REVISED REQUEST DATE

____ OFFICE OF EARLY CHILDHOOD
PROGRAM MANAGER AUTHORIZATION

____ DATE OF
APPROVAL

CAPITAL IMPROVEMENT BUDGET JUSTIFICATION

Indicate costs of implementing FY 15-16 and FY 16-17 by budget code. Refer to Budget Object Codes in application packet for code descriptions. Use additional pages if needed.

A summary explanation must be provided for each line item expenditure noted in your budget. You are only allowed to use the budget codes that have been assigned. **Please note that budget codes available differ for capital improvements and operating expenses.** You are required to complete a separate budget justification for each funding year and for each funding category (capital improvements and operating expenses).

[illegible]

OPERATIONS BUDGET JUSTIFICATION

Indicate costs of implementing FY 15-16 and FY 16-17 by budget code. Refer to Budget Object Codes in application packet for code descriptions. Use additional pages if needed.

A summary explanation must be provided for each line item expenditure noted in your budget. You are only allowed to use the budget codes that have been assigned. **Please note that budget codes available differ for capital improvements and operating expenses.** You are required to complete a separate budget justification for each funding year and for each funding category (capital improvements and operating expenses).

[illegible]

APPENDIX A: Budget Object Codes

This list is a description of the budget codes. The list is provided to help you in designing budgets for operating expenses and capital improvements.

111A Non-Instructional

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

111B Instructional

Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.

200 Personal Services - Employee Benefits

Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 100 or 111A and 111B. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.

300 Purchased Professional and Technical Services

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

322 In-service (Instructional Program Improvement Services)

Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.

323 Pupil Services (Non-Payroll Services)

Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc.

324 Field Trips

Costs incurred for conducting educational activities off site. Includes admission costs to educational centers, fees for tour guides, etc.

325 Parental Activities

Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services, and overall seminar/workshop costs.

330 Employee Training and Development Services

Services supporting the professional and technical development of school district personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors.

340 Other Professional Services

Professional services other than educational services that support the operation of the school district. Included, for example, are medical doctors, lawyers, architects, auditors, accountants, therapists, audiologists, dieticians, editors, negotiations specialists, paying agents, systems analysts, and planners.

400 Purchased Property Services

Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

500 Other Purchased Services

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

510 Student Transportation Services

Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.

530 Communication

Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and voice communication services; data communication services to establish or maintain computer based communications, networking, and Internet services; video communications services to establish or maintain one-way or two-way video communications via satellite, cable, or other devices; postal communications services to establish or maintain postage machine rentals, postage, express delivery services, and couriers. Include licenses and fees for services such as subscriptions to research materials over the Internet software, both 'downloaded' and 'off-the-shelf,' should be coded to objects 650 or 735.

580 Travel

Expenditures for transportation, meals, hotel and other expenses associated with staff travel. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are also included.

600 Supplies

Amounts paid for items that are consumed, worn out, or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

700 Property

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment.

In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$1,000.00 and a useful life of not less than five years.

800 Debt Service and Miscellaneous

Amounts paid for goods and services not otherwise classified above.

APPENDIX B: Affirmative Action Plan

IF A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE CONNECTICUT OFFICE OF EARLY CHILDHOOD, COMPLETE THE STATEMENT WRITTEN BELOW AND SUBMIT AS PART OF THE PROPOSAL.

IF A CURRENT AFFIRMATIVE ACTION PLAN IS NOT ON FILE, COMPLETE THE AFFIRMATIVE ACTION PACKET AND SUBMIT AS PART OF THE PROPOSAL.

CERTIFICATION THAT A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE

I, the undersigned authorized official, hereby certify that the current Affirmative Action Plan of the applying organization/agency is on file with the Connecticut Office of Early Childhood. The Affirmative Action Plan is, by reference, part of this application.

Signature of Authorized Official

Date

Print Name of Authorized Official

APPENDIX C: Statement of Assurances

STATEMENT OF ASSURANCES

CONNECTICUT OFFICE OF EARLY CHILDHOOD STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

PROJECT TITLE:

THE APPLICANT:

HEREBY ASSURES THAT:

(insert Agency/School/CBO Name)

- A.** The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B.** The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C.** The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D.** The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut Office of Early Childhood;
- E.** Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F.** Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G.** The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut Office of Early Childhood, including information relating to the project records and access thereto as the Connecticut Office of Early Childhood may find necessary;
- H.** The Connecticut Office of Early Childhood reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;

- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the Connecticut Office of Early Childhood from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut Office of Early Childhood any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who

have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and

Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to

pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. The grant award is subject to approval of the Connecticut Office of Early Childhood and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent Signature: _____

Name: *(typed)* _____

Title: *(typed)* _____

Date: _____

APPENDIX D: Unmet Need

The following communities have been identified by the Office of Early Childhood as having an unmet need for high-quality preschool in their community:

Ansonia	Easton	New Canaan	Southbury
Ashford	Ellington	New Fairfield	Southington
Avon	Enfield	New Hartford	Stafford
Barkhamsted	Farfield	New London	Stamford
Beacon Falls	Farmington	New Milford	Sterling
Berlin	Glastonbury	Newington	Stonington
Bethel	Granby	Newtown	Stratford
Branford	Greenwich	North Branford	Suffield
Bridgeport	Griswold (and Jewett City)	North Haven	Thompson
Bristol	Groton	North Stonington	Tolland
Brookfield	Guilford	Norwich (Taftville)	Torrington
Brooklyn	Haddam	Old Saybrook	Trumbull
Burlington	Hamden	Orange	Vernon (and Rockville)
Canton	Kent	Oxford	Wallingford
Cheshire	Killingly	Plainfield	Waterbury
Chester	Killingworth	Plainville	Waterford
Clinton	Lebanon	Plymouth	Watertown
Colchester	Ledyard	Pomfret	West Hartford
Coventry	Lyme	Portland	West Haven
Cromwell	Madison	Preston	Westport
Danbury	Manchester	Prospect	Wethersfield
Darien	Marlborough	Putnam	Willington
Deep River	Meriden	Redding	Wilton
Derby	Middlebury	Ridgfield	Winchester (and Winsted)
Durham	Middlefield	Rocky Hill	Windham
East Granby	Middletown	Salem	Windsor
East Haddam	Milford	Seymour	Windsor Locks
East Hampton	Monroe	Sharon	Wolcott
East Hartford	Montville	Shelton	Woodbury
East Haven	Naugatuck	Simsbury	Woodstock
East Lyme	New Britain	Somers	
East Windsor		South Windsor	

If your community is not listed above, you may apply for Smart Start funding by providing detailed evidence of unmet need in your community. Include specific data as well as the methodology used by the community to determine unmet need for preschool.

APPENDIX E: Approved Sliding Fee Scale

Use the following link to access the OEC Administered State-Funded Program General Policy. Programs that choose to charge a parent fee must use the sliding fee scale that has been approved for use by School Readiness programs and Child Day Care contractors.

http://www.ct.gov/oec/lib/oec/earlycare/smart_start_fee_schedule.pdf

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

**Resolution Endorsing the Statement of Support for the National Guard and Armed
Forces Reserves**

WHEREAS, the Town Council of the Town of Enfield recognizes the Guard and Reserve as essential to the strength of our nation and the well-being our communities; and

WHEREAS, in the highest of American traditions, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession; and

WHEREAS, if these volunteer forces are to continue to serve our nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security.

NOW, THEREFORE BE IT RESOLVED, the Town Council and Town of Enfield will join other employers in pledging that:

- We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- We will provide our managers and supervisors with the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We appreciate the values, leadership and unique skills service members bring to the workforce and will encourage opportunities to employ Guardsmen, Reservists, and Veterans.
- We will continually recognize and support our country's Service members and their families in peace, in crisis, and in war.

Date Prepared: December 17, 2014
Prepared by: Town Manager's Office

Do Resolving



CONNECTICUT
EMPLOYER SUPPORT OF THE GUARD AND RESERVE
360 BROAD STREET
HARTFORD CT 06105

December 3, 2014

Mayor Scott Kaupin
9 Allen Street
Enfield, CT 06082

Dear Mayor ^{SCOTT,} Kaupin,

Every year, thousands of employers from across the nation pledge their support for servicemembers by signing an Employer Support of the Guard and Reserve (ESGR) Statement of Support. By signing a Statement of Support an employer:

- Fully recognizes, honors, and enforces the Uniformed Services Employment and Re-Employment Rights Act (USERRA)
- Provides managers and supervisors with the tools they need to effectively manage those employees who serve in the Guard and Reserve
- Appreciates the value, leadership, and unique skills servicemembers bring to the workforce and encourages opportunities to employ servicemembers and veterans
- Continually recognizes and supports our country's servicemembers and their families in peace, in crises, and in war.

Connecticut ESGR, through the Department of Defense, has made it a priority to see that each municipality signs a Statement of Support. Over the last decade, many of Connecticut's municipalities have signed year after year. By signing a Statement of Support, you show, not only your servicemember workforce that you support them, but also your residents that you stand behind their commitment to serve our great country.

Enclosed with this letter, you will find a fact sheet explaining the Statement of Support program in greater detail. Should you wish to sign a Statement of Support, you may fill in the enclosed card and mail back to us. It is preaddressed and stamped for your convenience.

Please consider supporting this important program and show our service men and women that Connecticut stands with them. For additional information or if you have questions, please contact Meghan Connors at Meghan.Connors.ctr@ang.af.mil. Thank you for your continued support.

Sincerely,

Ted C. Graziani, Chairman
Connecticut Employer Support of the Guard and Reserve
(860-810-4739)



ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**RESOLUTION REGARDING THE REFERRAL TO PLANNING AND ZONING
COMMISSION FOR THE PROPOSED LICENSE AGREEMENT FOR A PORTION
OF NEELANS ROAD**

WHEREAS, the Town of Enfield has received a request from Joseph C. and Jacquelyn C. Bosco to make needed repairs to their home, at 74 Town Farm Road, also known as Lot 4 on Assessor's Map 71; and

WHEREAS, these repairs will encroach into the undeveloped portion of the Neelans Road right-of-way, commonly known as "Old Neelans Road"; and

WHEREAS, to allow for these repairs to occur within the Town's right-of-way, the Town Council will have to grant a license to the Joseph C. and Jacquelyn C. Bosco; and

WHEREAS, the Council must refer this proposed transaction to the Planning and Zoning Commission for a report in conformance with the requirements of Connecticut General Statute §8-24;

NOW, THEREFORE, BE IT RESOLVED, that the proposed license for work related to the above-mentioned repairs, which will encroach onto "Old Neelans Road" is referred to the Planning and Zoning Commission in conformance with the requirements of Connecticut General Statute §8-24.

Prepared by: Town Manager's Office
Date Prepared: December 12, 2014

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 12/04/2014
Name: Anthony Messina
Address: 51 Burnham Street, Enfield, CT
Telephone No. (Home): 860-745-8285 (Work): N/A
Occupation: Retired E-Mail: ames148890@aol.com
Registered Voter: ☒ Yes ☐ No Party Affiliation: Democrat

Board, Commission or Agency
Interested in:

Commission on Aging

☐ New Appointment ☒ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I have been and are currently serving as a member on the Commission on Aging. I am the founder and coordinator of the Enfield Senior Minor Repair Program. The purpose of this service is to enhance the quality of life for our seniors who choose to remain in their homes. This Program has performed repairs to over 150 of our senior residences at little or no cost to them. Therefore, please consider my reappointment to the Commission on Aging.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time served:

I have been an active member on the Commission on Aging for 3 years.

If this is a reappointment, please list the number of meetings attended during the last 12 months:
10

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 12/03/2014
Name: Thomas Tyler
Address: 18 Bridge Lane
Telephone No. (Home): (860) 745-3472 (Work): (860) 745-0832
Occupation: Attorney E-Mail: Tom@Tylerandtyler.com
Registered Voter: ☒ Yes ☐ No Party Affiliation: Democrat

Board, Commission or Agency
Interested in:

Board of Assessment Appeals

☐ New Appointment ☒ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

As a practicing attorney I have gained much experience in real estate related matters, including non-litigative resolution of assessment and fair market valuation issues/disputes over the past 40 years. This has been an asset during the past 5 years of my service on this board.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time served:

Board of Assessment Appeals since 2009. Current term expires 12-31-2014.

If this is a reappointment, please list the number of meetings attended during the last 12 months:
All

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 12/01/2014
Name: Tim Slade
Address: 79 Brewster Rd.
Telephone No. (Home): 860 763-1889 (Work):
Occupation: Retired E-Mail: trs1vet@cox.net
Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

Board, Commission or Agency
Interested in: Commission on Aging
☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

Resident with an interest in those challenges encountered by seniors. Volunteer with Senior Minor Repair Program. Presently interested in applying as an Alternate

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time served:

Prison Liaison Cmte.- Approx. 10 years

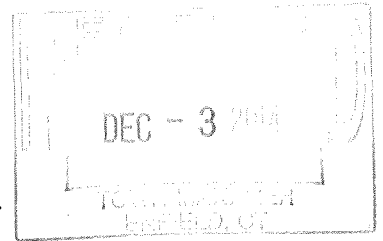
If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No



TOWN OF ENFIELD

APPLICATION FOR VACANCY ON AGENCIES, BOARDS & COMMISSIONS



Name Stephen P. OPalick Date 12/4/14

Address 1 Tanglewood Ave. Enfield, Ct. 06082

Telephone (Home) 860-745-0695 (Work) _____

Email Address Stephen.Peggy@Hotmail.com Occupation Retired

Registered Voter ☒ (Yes) _____ (No) _____ Party Affiliation Democrat

Agency, Board, or Commission Interested In: Cultural & Arts Assn.

New Appointment ☒ Reappointment _____

If this is a reappointment, please list the number of meetings attended during the last 12 months. _____

Please outline your qualifications and how you feel you would contribute to the Agency, Board or Commission. I am a former music teacher & am

involved in various musical activities.

I also have a background as a computer programmer which may help the group. I hope to help in anyway I can.

Have you ever served on an Agency, Board or Commission in Enfield or elsewhere? No

If yes, please state the name of the Agency, Board or Commission and the time served. _____

If the Agency, Board or Commission which you requested has no more vacancies, would you consider appointment to another? Yes

PLEASE MAIL TO:

TOWN MANAGER'S OFFICE
TOWN OF ENFIELD
820 ENFIELD STREET
ENFIELD CT 06082

THANK YOU FOR YOUR INTEREST
IN THE TOWN OF ENFIELD